

Annual Salary

\$106,992–\$161,941 (R13). The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County’s Management Appraisal and Performance Plan (MAPP).

Selection Process

Each candidate’s background will be evaluated on the basis of information submitted on the resume to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. **Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Director of the Child Support Services Department.**

Filing Instructions

Highly qualified candidates are invited to submit a statement of interest and comprehensive resume detailing their knowledge, skills and abilities. Each submission should include ALL of the following:

- Candidate’s ability to meet the Qualifying Experience and Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization’s budget, number and level of personnel supervised, scope of management responsibilities, functions managed, and dates of employment and current salary.
- Names of schools, colleges and universities attended, dates attended and degrees earned, and field of study, verification of degree (s), licenses and certificates along with the resume.

Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required statistical purposes.

Resumes, received by **June 1, 2012**, will receive first consideration.

Electronic submittals are strongly preferred and should be submitted to:

ExecutiveRecruitment@hr.lacounty.gov

Please indicate the position title of **Admin Deputy II** **CSSD** in the subject line of your e-mail.

Confidential inquiries are welcomed and should be directed to:

PENNY TORRES
Department of Human Resources
Executive Services Division
Kenneth Hahn Hall of Administration
500 West Temple Street – Room 555
Los Angeles, CA 90012
Telephone: (213) 893-9770
Fax: (213) 613-4773



**The County of Los Angeles is an
Active Equal Opportunity Employer**

The County of Los Angeles

Invites Resumes for

Administrative Deputy,
Child Support Services (UC)

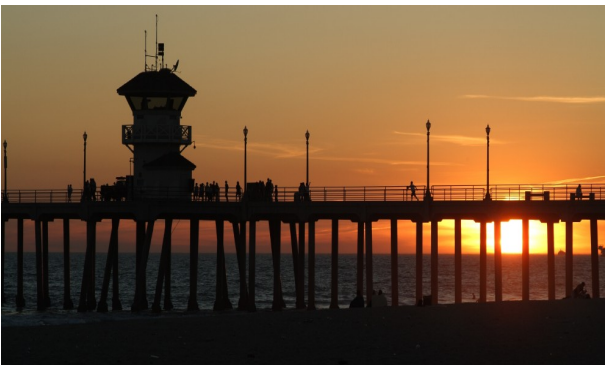
(Payroll Title: Administrative Deputy II)



Restricted to Employees of the County of Los Angeles

Filing Period

May 21, 2012 - Until the Position is Filled



The Department

The Child Support Services Department (CSSD) is the largest locally operated child support agency in the nation and manages approximately 330,000 cases, comprising slightly more than 23% of the total California child support caseload.

CSSD was created as a new County department in July 2001; and has, in its 11 year tenure, moved away from a prosecutorial approach to support enforcement and towards a family oriented approach with a mission of “improving the quality of life for children and families of Los Angeles County by providing timely, accurate and responsive child support services.” CSSD is charged with promptly and effectively establishing, modifying, and enforcing child support obligations, including medical support, and determining paternity for children born out-of-wedlock. CSSD is committed to improving the well-being of children and promoting the self-sufficiency of families.

The current departmental budget is approximately \$165 million and includes funding for approximately 1,674 budgeted positions. The Department’s Administrative Headquarters is located in the City of Commerce.

The Position

This unclassified position reports to the Chief Deputy Director and is responsible for directing the administrative services operations of the Department, including the fiscal, budget, human resources, facilities management, procurement, materials management and contracting functions.

Examples of Duties

- Directs the planning, development, and administration of the department’s fiscal operations including the collection of revenue and control of expenditures; directs the preparation and analysis of the department's budget and participates in budget negotiations and presentations.
- Directs the planning, administration, and evaluation of the department’s human resources program.
- Initiates and directs complex administrative and cost studies of departmental operations and procedures, directs the preparation of reports, and recommends and implements new and revised policies and procedures based on study findings.
- Directs the department's centralized contracting operations and activities including the development, administration, and management of a large number of contracts with technically complex or difficult contract services areas and monitoring requirements.
- Directs the procurement, warehousing, inventory control, and supply distribution operations; evaluates and recommends policies, procedures, instructions and guidelines for the effective operation of the department’s materials management and procurement systems.
- Formulates, implements, and enforces administrative policies for the department, subject to review by the department head; participates in the development and implementation of departmental goals and objectives.
- Oversees the collection, analysis, and maintenance of production and performance statistics for the department.
- Coordinates the department's administrative support functions and services with that of other divisions and programs, County departments, outside agencies, and vendors.

- Designs and implements strategic direction for administrative operations to effectively meet current and future administrative needs for the entire organization.
- Oversees long and short term planning and policy development for the department with particular emphasis on administrative services and operations.

Qualifying Experience

Option 1

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Management, or a closely related field –AND– two years of highly responsible experience supervising administrative staff in areas such as finance and budget, or human resources, one year of which must have been at the level of the Los Angeles County class of Administrative Services Manager III or higher.

Option 2

Five years of progressively responsible administrative experience in the analysis and resolution of problems in areas such as financial management, organization, programs, personnel, budget, or systems and procedures; two years of which must have been supervising administrative staff in areas such as finance and budget, or human resources, one year of which must have been at the level of the Los Angeles County class of Administrative Services Manager III or higher.

Other Requirements

License

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

- Experience in the preparation and execution of strategic plans.
- Demonstrated knowledge and understanding of human resources management principles, including awareness of current trends.
- Knowledge and experience in preparing County budget and monitoring expenditures; interpreting legislation related to grant funding and governmental finance.
- Demonstrated knowledge and experience providing financial and administrative services in a large human or social services agency with complex state and federal funding streams, particularly Title IV of the Social Security Act.
- Thorough knowledge of contractual or fiscal procedures, including demonstrated experience in the analysis, preparation, procurement and evaluation of a multitude of service-related contracts.
- Experience working with County officials and representatives from outside agencies to implement County services and programs.
- Strength in oral communication including presenting information to organizations, community groups, the news media, commissions or committees.
- Strength in written communications including writing speeches, articles or departmental correspondence for presentation to organizations, community groups, the media, commissions or committees.
- A Bachelor’s degree in Public Administration, Business Administration or a closely related field from an accredited college or university.

Improving the quality of life for children and families of Los Angeles County

by providing timely, accurate and responsive child support services